



American Consulate, Fukuoka, Japan
2-5-26 Ohori, Chuo-ku, Fukuoka 810-0052
Tel: 092-751-9331 Fax: 092-713-9222

PASSPORT APPLICATION FOR U.S. CITIZENS WHO MUST APPLY IN PERSON (PPT-B)

You are required to come to the Consulate in person to apply for your/ your child's passport if:

1. You are applying for the first time passport.
2. You are a minor
3. You are an adult and your most recent 10-year passport was issued more than 15 years ago or you were under 16 years old when your passport was issued.
4. You wish to replace a lost or stolen passport. (see the separate information).

Personal appearance

An applicant at age of 14 and over should appear in person.

A minor under 14 years old should be accompanied by his/her parents.

Please call the Consulate at (092) 751-9331 (switchboard) for an appointment.

INSTRUCTIONS

You must submit all the documents requested below. The Consulate may not be able to process your application if do not submit them.

1. () Application form DS-11
2. () Proof of U.S. citizenship:
Previously issued U.S. passport,
Certified copy of U.S. Birth Certificate, or
Consular Report of Birth Abroad , or
Certificate of naturalization.

The document must be an original or certified copy of the original.

*** Minors under 14 year old must submit previously issued U.S. passport **AND** Consular Report of Birth Abroad, or certified copy of U.S. Birth Certificate.

3. () Two recent identical photographs (color only) 5 cm X 5 cm square, taken on a light white background (see photo information sheet).

4. () Passport fee payable in cash (U.S. dollars or Japanese yen), or U.S. dollar bank/postal money order made payable to:
American Embassy (Fukuoka) Unit 45004, Box 242 APO AP 96337-5004.

We cannot accept personal checks. See fee information on the back:

\$85.00 – Adult at the age of 16 years or older

\$70.00 – Minor child under 16 years old

5. () Applicant's Identification Card. If you are applying for a passport for your child, you need to submit both parents' passports.
6. () If, through marriage or a court order, the applicant's name has changed since birth or since obtaining the most recent passport, please submit documentation (original or certified copy) to reflect the name change.
7. () Self-addressed return envelope with 560 yen stamps for registered mail.

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- A. Complete the application by typing or printing in black ink.
- B. Read carefully the photo information concerning the size of the passport photographs required. We must request new photographs if your photographs do not meet our requirements, e.g., black and white photos, blurry features, small head size, and photos not in the size of 5 cm square.
- C. Your application will be sent to the Charleston Passport Center in South Carolina and your new passport will be mailed to you in approximately 3 weeks.